GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

School Education - Mana Badi Nadu -Nedu Phase II – Administrative approval for implementation of Mana Badi Nadu-Nedu Phase-II to improve Infrastructure facilities in 16,345 educational institutions with (10) components in the State for the FY 2021-22 with an amount of Rs.4,446 crores and guidelines for implementation of the Programme - Accorded- Orders – Issued.

SCHOOL EDUCATION (PROG.II) DEPARTMENT

G.O.MS.No. 27 Dated: 30-03-2021.
Read the following:

1. G.O.Ms.No.87,School Education (Prog.II) Dept, dt. 30-11-2019
2. G.O.Ms.No.22,School Education (Prog.II) Dept., dt. 06-05-2020
3. From the DSE, AP, Lr. Rc. No.1269061/CSE/MBNN/2020, dt.4.11.2020, 29.01.2021 and 20.03.2021.

ORDER

In the reference 1st read above, Government have accorded administrative approval to implement the Mana Badi Nadu Nedu programme for transformation of Government schools in the State in a period of three years (in three phases), with effect from the Financial Year 2019-2020, duly issuing detailed guidelines for upgrading the infrastructure in 15,715 schools through Parent's Committees in the State under Phase-I of the programme.

2. In the letters 3rd read above, the Director of School Education, has submitted proposal for implementation of Mana Badi Nadu Nedu Phase –II programme to strengthen the infrastructure of the educational institutions viz: schools, Hostels, Junior colleges, DIETs, IASEs, Mandal Resource Centers in the State and also requested to set up Technical Support Unit to work on various aspects on Nadu Nedu program.

3. Government after careful examination of the matter, hereby accord administrative approval for implementation of Mana Badi Nadu Nedu Phase-II to improve infrastructure facilities in 16,345 educational institutions which includes 12678 Schools, 1,668 Govt. Hostels (including 20 Disable Welfare Hostels), 473 Junior Colleges, 17 DIET, CTE & IASEs, 391 hostels in residential schools 672 Mandal Resource Centers, 446 Bhavitha Centers in the State, for the FY 2021-22, with an amount of Rs.4,446 crores (Rupees four thousand four hundred forty six crores only) and to meet the expenditure from the HOA 4202-01-202-06-530-531 and also from various other sources of funding as permitted by Government from time to time. Guidelines for implementation of the programme, is appended to the Annexures – I of this G.O.

4 Further, Government hereby accord permission to the Director of School Education, to set up Technical Support Unit, with a team of 28 members to work on various aspects on Nadu Nedu program for a period of 3 years or end of the project whichever is earlier, by drafting the team members from any of the Government organisations on OD basis. The list of team members to be positioned in TSU is appended to the Annexure-II of this G.O.

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5. The Director of School Education, A.P., the State Project Director, APSS, the Managing Director, APEWIDC, the Spl. Commissioner, Intermediate Education, Commissioner of Municipal Administration, Engineer-in-Chief Panchayat Raj, Engineer-in-Chief, Tribal Welfare Department, Engineer in Chief, Public Health, all the District Collectors and Joint Collectors(Development), shall take further necessary action accordingly, in the matter.

6. This order issues with the concurrence of the Finance (FMU-Education) Department, vide their U.O. U.O.No.FMU0ASD(SE)/57/2020 (Computer No.1289730), dt.25.2.2021 and Finance (HR-II) Department vide their U.O.No.1315147/HR-II/ FIN01-HR0MISC/1/2021, dt.3.3.2021.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

B. RAJSEKHAR
PRINCIPAL SECRETARY TO GOVERNMENT

To
The Director of School Education, AP, Ibrahimpatnam
The State Project Director, APSSS, AP, Vijayawada
The Director/Commissioner, Municipal Administration, AP, Amaravathi
The Spl. Commissioner, Intermediate education
The Managing Director, APEWIDC, Tadepalli
Engineer-in-Chief PR Engineering Department
Engineer-in-Chief Tribal Welfare Engineering dept.
Engineer-in-Chief Public Health Engineering dept.
All the District Collectors in the state
All the Joint Collectors Development in the state
Copy to:
The Advisor (Infrastructure) to Government, School Education Department,
PS to Secretary to Chief Minister.
PS to Addl. PS to Minister for Education.
PS to Principal Secretary to Government, School Education dept.
PS to Principal Finance Secretary to Government, AP.
PS to Principal Secretary to Government, Panchayat Raj and Rural Development Dept.
PS to Principal Secretary to Government, Municipal Administration Dept.
PS to Principal Secretary to Government, Social Welfare Dept.
PS to Principal Secretary to Government, BC Welfare Dept.
PS to Principal Secretary to Govt., Minorities Welfare Dept.
PS to Principal Secretary to Government, Tribal Welfare Dept.
The Director/Commissioner, Social Welfare, AP, Amaravathiof
The Director/Commissioner, BC Welfare, AP, Amaravathi
The Director/Commissioner, Minorities Welfare, AP, Amaravathi
The Director, Tribal Welfare, AP, Amaravathi
The Director, Works Accounts, AP, Ibrahimpatnam
The PMU, Nadu Nedu , Amaravathi
All remaining HoDs under the control of School Education Department.
SC/SF.

//FORWARDED::BY ORDER//

SECTION OFFICER

Annexure- I

Annexure to the G.O.Ms.No.27, School Education (Prog.II) Dept, dt.30-03-2021.

Guidelines for implementation of Mana Badi Nadu Nedu Phase-II to improve infrastructure facilities in 16,345 educational institutions in the State in the FY 2021-22.

I. The Project for Transforming School Infrastructure in the State shall be implemented in Government Schools in a period of Financial Year 2021-22. A total of 16345 Educational Institutions which include 12,678 Schools, 1,668 Govt Hostels (20 Disabled Welfare Hostels), 473 Junior Colleges, 17 DIET, CTE& IASEs, 672 Mandal Resource Centres, 446 Bhavitha Centers, in the State shall be taken up under phase-II. The details are given below :-

Category of school	Phase – II institutions	
	Number of institutions	Total cost (in Crs)
No of Primary schools	**9085**	
No of Upper primary schools	**822**	**1760**
No of high schools (Incl. Residential schools)	**2771**	**1629**
No of Junior colleges	**473**	**331**
No of hostels (incl 20 differently abled hostels)	**1668**	**466**
No of Hostels (Residential schools)	**391**	**118**
DIET , IASE, CTE colleges	**17**	**21**
MRCs	**672**	**67**
Bhavita centres	**446**	**54**
TOTAL	**16345**	**4446**

II. The project shall cover all the 16,345 institutions run by various departments viz., School Education, Panchayat Raj and Rural Development, Municipal Administration, Social Welfare, BC Welfare, Tribal Welfare, Minorities Welfare, Intermediate Education. The Director/Commissioner SE shall identify and furnish the list of the institutions to be taken up under Mana Badi Nadu-Nedu in coordination with the concerned Heads of the Departments.

III. **Selection of Schools:**

The guideline for selection of schools shall be as follows:-

a. All the schools including residential schools belongs to various types of managements like SW, TW, Minorities, General residential, 20 Disabled Welfare Hostels etc., shall be taken up.
b. Preference shall be given to schools identified in dilapidated condition.
c. The DSE shall identify Buildingless schools and send separate proposal to the Govt for sanction.
d. The list of selected schools to be taken up shall be made available on https://nadunedu.se.ap.gov.in/

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IV. Priority of facilities and amenities (Ten components):

The facilities to be provided under the program shall be as follows:

a. The Government emphasizes to have the following components to each selected school to reach desired standards, based on the actual needs
   i. Toilets with running water.
   ii. Drinking water supply.
   iii. Major and minor repairs.
   iv. Electrification with fans and tube lights.
   v. Furniture for students and staff.
   vi. Painting to entire campus.
   vii. Green chalk boards.
   viii. English Lab (Smart TV with digital content).
   ix. Kitchen shed.
   x. Compound walls.

b. In case of Govt hostels furniture includes cots/bunker beds, mattresses, bed sheets, blankets, Almirahs for inmates, other amenities, modernisation of kitchen etc.

c. In case of Junior Colleges basic lab equipment and lab furniture shall be procured under furniture component.

d. English Lab shall be taken up only in Primary schools and Upper primary schools.

V. Implementing agencies:

The implementing agencies shall be as follows:-

a. The Govt agencies Panchayat Raj Engg. Dept, AP Samagra Shiksha, APEWIDC, Public Health & Municipal Engineering Dept (in Urban Areas), Tribal Welfare Engineering Department in ITDA areas shall implement the program. The existing arrangement of implementing agencies under Phase I shall continue. The District collectors may change the Mandals and implementing agencies depending on the situation and workload of the engineering agencies in the district. All the schools located in urban geographical bodies shall be executed by the PHED/Engg wing of municipal corporations. The detailed list of the schools, hostels, junior colleges and other institutions village wise, Mandal wise will be furnished to them by the Director/Commissioner School education separately. One implementing agency-one Mandal principle shall be followed strictly.

b. All the institutions under Nadu Nedu located in ITDA areas/Mandals shall be taken up by the TWED. District Collectors shall allot the Mandals to TWED accordingly. The institutions of tribal welfare shall be taken up by TWED irrespective of their location.

c. All the institutions under Nadu Nedu Phase II located in urban areas irrespective of the management shall be implemented by the PHED and Municipal Engineers. District Collectors shall allot the schools and other institutions to PHED and Municipal Engineers accordingly.

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VI. State Level Management Committee (Mana Badi: Naadu-Nedu):

The State Level Committee shall manage, review and monitor the progress of the program from time to time. This committee shall take certain day to day decisions required for the implementation of the program effectively which have no extra financial implications for the Government and it shall comprise of the following officers:-

1.	Principal Secretary to Government, School Education	Chairman
2	The Advisor (Infrastructure) to Government, School Education Department, AP	Member
3.	Commissioner, PR & RD	Member
4.	Director/Commissioner Village/Ward Secretariats	Member
5.	Commissioner, Municipal Administration	Member
6.	Commissioner, Social Welfare	Member
7.	Director/Commissioner, BC Welfare	Member
8.	Director/Commissioner, Tribal Welfare	Member
9.	State Project Director, Samagra Shiksha	Member
10.	Managing Director, APEWIDC	Member
11.	Commissioner Intermediate education	Member
12.	Engineer In Chief PRED	Member
13.	Engineer in Chief Public Health Engg dept	Member
14.	Program Director, Nadu –Nedu	Member
15.	Chief Engineer/Engineer-in-Chief TW	Member
16.	Chief Engineer APEWIDC	Member
17.	Chief Engineer, APSS	Member
18.	Commissioner, Minorities Welfare	Member
19.	Chief Engineer AP Housing Corporation ltd	Member
20.	Secretaries, Residential schools of SC welfare, BC Welfare, Tribal Welfare, APREI	Members
21.	Director School Education	Member-Convener

VII. District Level Monitoring Committee (Mana Badi:Nadu-Nedu):

The District Committee shall be responsible for implementation, execution and monitoring of the project at the district level. The District Level Committee comprises of the following officers:

1.	District Collector	Chairman
2.	Joint Collector (Development)	Co-chair person
3.	Commissioner(s) Municipal Corporations in the district	Member
4.	Project Officer, ITDA/District Tribal Welfare Officer	Member
5.	Superintending Engineer, Panchayat Raj	Member
6.	Regional Director, Municipal Administration (Representing all ULBs in the District)	Member
7.	Chief Executive Officer, Zillla Praja Parishad	Members
8.	Deputy Director , Social Welfare	Member

Contd...4

9.	District BC Welfare Officer	Member
10.	District Minorities officer	Member
11.	All Executive Engineers of implementing agencies in the district	Member
12.	District Coordinators Residential school societies	Member
13.	Additional Project coordinator, APSS	Member
14.	DVEO Intermediate Education	Member
15.	Dist Panchayat Officer	Member
16.	District Educational Officer, School Education	Member-Convener

VIII. Mandal Level Monitoring Committee:

The Mandal Committee shall be responsible for the implementation and monitoring of the program at Mandal level. The Mandal Level Committee comprises of the following officers:-

1.	MPDO	Coordinator
2.	Mandal Education Officer	Convener
3.	Mandal Engineer of implementing agency	Member
4.	Senior HM of school complexes who is familiar with Nadu Nedu	Member
5	Mandal Engineer RWS&S	Member
5	Mandal MIS Coordinator	Member
6	ASWO/ABCWO/ATWO	Member

IX. Preparation of estimates:

The procedure for preparation of estimates shall be as follows:-

a. The state level monitoring committee shall fix the maximum limits for each category of the institutions taken up under Nadu Nedu so that the District Collectors shall accord admin sanction accordingly.
b. The District Collector and Chairman SSA shall obtain school wise and work wise detailed project estimates from the Executive Engineers of implementing agencies for according administrative sanction. The estimates shall be prepared for the facilities required as detailed at subpara (IV) of para (30) above. The administrative sanction should be given to projects considering one school/Hostel/College one project.
c. The implementing agencies shall start preparation of the estimates by Grama/Ward Sachivalayam engineers using school transformation monitoring software (STMS).
d. An estimate module with all the templates of the ten components shall be incorporated in the STMS software. Each school shall have a detailed estimate for each component based on the actual requirement of the facilities of the school. All the Sachivalayam engineers shall be given training by the mandal engineer and Dy EE of the implementing agency on preparation of estimates by using the STMS software at district level.
e. The required engineering drawings of each component shall be

Contd...5

prepared by APEWIDC and shall be kept in the STMS for the purpose of the guidance for field engineers.

f. The school/Institution campus shall be made a beautiful environment for students to create interest for spending more time in the school, thereby improving the quality of learning. For all the schools having strength of more than 250, architects may be consulted for proper planning. The district level monitoring committee shall prepare a panel of architects and suggest to the schools and colleges wherever needed for architectural work like preparation of layout of the school, ET Survey, landscaping, ornamental elevations, ornamental entrance etc.

g. The Engineers shall consider the life of new constructions for 75 years while preparing the estimates. The provisions and specifications and standards shall be prepared accordingly.

h. The executive agency will prepare the detailed estimates of the selected schools/institutions using the templates given for the 10 components in the STMS software.

i. The Field engineers while preparing the estimates shall consult the Parents' Committee/College Development Committee members and seek their advice in finalizing the components and provisions to be kept in the estimates. A resolution to this extent should be taken from the PC by the Head Master and the same shall be uploaded by the Field engineer while generation of the estimates.

X. Inclusive and Green Building Schools:

The estimates need to include the tasks necessary to ensure that the school buildings are inclusive as well as green. For this purpose, windows and other openings shall be provided sufficiently to ensure access to natural light and air. Landscape design should be part of every school. To ensure inclusiveness the entire campus should be made barrier free environment to make students with disabilities move freely. The buildings and repairs also shall include the concepts of 'Buildings as Learning Aid (BaLA). The electricity material shall be energy efficient. APSECM will be involved to make institutions energy efficient under Mana Badi Nadu-Nedu Phase-II.

XI. Heritage buildings:

There are several education institutions across the state that belong to the pre-independence era and that were constructed using traditional materials and techniques. Their construction was a direct response to the climate and they were built using sustainable materials. These include but are not restricted to lime, local stone, local clay tiles, timber and brick. Schools constructed at the turn of the 19th century and in the early 20th century also used steel sections in roof construction, particularly the jack-arch. It is important that these buildings be restored or repaired using similar materials for construction. The protection of these heritage institutions is also necessary to preserve our cultural heritage. Unless the walls are cracked, these buildings shall not be dismantled. The roof of these buildings shall be maintained with the same roof as far as possible.

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XII. Administrative and technical sanctions:

The procedure for administrative and technical sanction shall be as follows:

a. The District Education Officer shall download the draft proceedings template along with detailed estimates from the STMS software and process the file for sanction and obtain administrative sanction from the District Collector. The administrative sanction shall be accorded, project as basis. One school one project should be considered for according administrative sanction.

b. The District Collectors shall accord administrative sanctions as given by the Director of School Education for each category of the institution. The actual needs in each institution only should be considered. The existing structures, furniture, equipment should be reused and repaired if repairable instead of replacing everything with new.

c. Component wise estimates shall be prepared for every school. The concerned Executive Engineers, Superintending engineers and Chief Engineers shall accord the technical sanction component wise based on their competence. The technical sanction shall be accorded taking one component as one work. No estimates shall be accorded technical sanction in piecemeal manner. All 10 components shall be ensured for every school while according technical sanctions for a given school. If no requirements are there for certain components nil report shall be reported and there shall not be any estimates for those components.

XIII. Convergence with MGNREGS for Compound wall:

The compound wall estimate for rural institutions shall be taken up under MGNREGS. The Parents' Committees/College Development Committees will execute these works also. The implementing agency will be DCC for MGNREGS for this purpose. The Commissioner PR&RD shall provide necessary window in the MGNREGS software for this purpose. Both the technical estimate and relevant peoples estimate will be provided in the software for the compound wall. The Compound walls for urban institutions shall be taken up with Nadu Nedu budget as MGNREGS is not applicable for urban areas.

XIV. Convergence with NABARD and World Bank:

The department shall dovetail with NABARD and World Bank project with the support of the finance department in mobilizing the funds for implementing the Nadu Nedu program. The School Education department and the Finance department shall pro-actively work on this convergence and partnership with these organizations.

XV. Implementation process:

The implementation process shall be as follows:

a. The Principal Secretary to Government, School Education and the Director/Commissioner School Education shall monitor the project and coordinate with the implementing agencies, other stakeholder HoDs and Government for resolving any issues and ensure that the program is implemented smoothly. The Advisor (Infra) to govt shall provide all

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necessary advise to the Principal Secretary to Govt., School Education and Director/Commissioner School Education accordingly.

b. The Parents' Committee (PC), (previously called as School Management Committee) shall play an important role in the implementation of the program. The College Development Committee shall play an important role in the execution of the Nadu Nedu program in the Junior Colleges. The Hostel development committees shall play an important role in the execution of the nadu nedu program in the hostels

c. All the works/projects of the schools shall be executed by Parents' committees. In case of junior colleges, the college development committees (CDC s) shall execute the program. In case of residential schools, the school development committees (SDC s) shall execute the program. In case of hostels, the hostel development committees (HDC s) shall execute the program. The CDC s shall be formed in every junior college for this purpose. The SDC s shall be formed in every residential school for this purpose. The HDC s shall be formed in every residential school for this purpose. In case of other institutions, the state management committee shall decide the mode of execution.

d. The Convener/Head Master/Principal/HWO of the Parents' Committee of the school/ College Development Committee/Hostel Development Committee shall hold a meeting with all the parents and other PC members and other committee members.

e. In case of schools, the Parents' Committee shall decide five members (with minimum three women members) from the Parents Committee (PC) for cheque signing. These five members shall be from elected Parent members only. Besides these five members, the HM, CRP, the Sachivalayam engineer, Sachivalayam Education Assistant also shall be authorized as joint account signatories for cheques.

f. The five members of parent committee members, HM, CRP, Sachivalayam Engineer, Sachivalayam Education Asst who are the joint signatories of the cheque shall form as School Development Committee. Out of nine signatories of cheque, minimum 7 (all 9 can also sign) should be signing the cheque at any given point of time. This may be informed to the bank in the resolution accordingly while opening the joint account in the bank. The School Development committee shall be accountable to the Parents committee and inform all the transactions in their weekly meetings.

g. In case of the junior colleges, parents shall choose three members from the Parents for cheque signing authority. Two active faculty members identified by the Principal in the parents meeting and one or two from previous donors (this is not mandatory) identified in the parents meeting shall also constitute the college development committee. Besides these three members from parents, two faculty members, the Principal, CRP of school education of the area, the Sachivalayam engineer of the geographical area, Sachivalayam Education Asst of the area also shall be authorized as joint account signatories for cheques.

h. In case of the residential schools/Ashram schools/KGBVs/Model schools, the three members among parent committees, Principal, two

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faculty members, CRP, local Sachivalayam Engineer, Sachivalayam, Education Asst who are the joint signatories of the cheque shall form as school development committee. Out of nine signatories of cheque, minimum 7 (all 9 can also sign) should be signing the cheque at any given point of time. This may be informed to the bank in the resolution accordingly while opening the joint account in the bank.

i. In case of the Hostel, the three members among parents living nearer to the hostel, Hostel welfare Officer, ASWO/ABCWO/ATWO, local Sachivalayam Engineer, Sachivalayam Welfare Asst shall form as school development committee. Out of 7 signatories of cheque, minimum 6 (all 7 can also sign) should be signing the cheque at any given point of time. This may be informed to the bank in the resolution accordingly while opening the joint account in the bank.

j. The bank account details need to be entered in the STMS software by the respective Head Master/Principal. The funds required to implement the program will be deposited into this account by the SPD APSS. The contributions of communities, parents, local donors, NRIs, Alumni etc., shall also be deposited in to the same account.

k. The Sachivalayam engineer shall explain the Parents Committee about the provisions of the estimate of that school project.

l. The Parents Committee/College development committee shall be given the orientation cum training program before commencement of the works. The two member trainers' team will organize this one day orientation program either in the in the school premises or at some venue within the mandal.

m. After completion of the orientation cum training program, the parents Committee/ College development committee shall commence the work with the support of the sachivalayam engineer and Mandal engineer. The Head master and the principal shall convene the school/college development committees regularly and own up the program.

n. The Parents' Committee/ College Development Committee shall enter into an MoU with Executive Engineer of the respective implementing agency for the purpose of execution of the school.

o. The Parents' Committee/College development Committee/Hostel development committee will take up the activities in a systematic manner and complete the project as per the specifications and standards with high transparency.

p. The Sachivalayam engineer shall record M Book from time to time after completion of each part of the work. The mandal engineer shall provide all technical and social guidance to the sachivalayam engineer from time to time. The EE shall supply M book to all the Sachivalayam engineers. The invisible items like steel reinforcement and the foundation items shall be recorded before they are buried. The mandal engineer shall verify the measurements in M-book from time to time. No work should be stopped for want of writing in M-book and verification of measurements by mandal engineer. It is the responsibility of the mandal engineer to train and handhold the sachivalayam engineer to write measurements regularly in M-book and verification of measurements in M- book.

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q. After completion of each component / work, the sachivalayam engineer, mandal engineer and Deputy Executive Engineer shall evaluate the work done quantities and assess the value of the work done as per technical sanctioned estimate and accomplish measurement and check measurement in M-book. In the same M-book, the actual expenditure spent by the PC based on the actual market rates also shall be recorded.

r. Working estimate should be taken up at the end of the school project with changes made while execution. All needs identified by PC/SDC/HDC/CDC s shall be taken up while execution but within the administrative sanctioned amount.

s. At the end of the completion of the project the HM/Principal/HWO shall record all the expenditure details as per actual expenditure in a given expenditure statement and upload the details in STMS.

t. Wherever the PC is not in a position to execute the work, the respective Implementation Department shall inform the Director/Commissioner School Education and seek permission to call for tenders. Before the permission to call for tenders either the DEO or APC SS shall go to school and facilitate the PC to take up the execution by PC only by explaining the advantages of community contracting. Then only the DEO/APC shall make a recommendation to call for tenders

u. If a contractor or middle man is engaged in place of PC/SDC/CDC/HDC to execute the Nadu Nedu works, the HM/Principal/HWO and the Sachivalayam Engineer shall be taken to task and disciplinary action will be initiated.

v. The Engineering Assistants in rural areas and Ward Amenities Secretaries in urban areas shall visit the site every day and supervise the works of the program. They shall be trained and mentored by concerned mandal Engineer and DEE regularly.

XVI. Role of the PC, School/College/Hostel Development Committees:

The role of the PC and the School/Hostel/College Development Committee shall be as follows**:-**

a. The Parents Committee/ College Development Committee/Hostel development committee shall conduct regular weekly meetings at the time and day as per the convenience of all the members preferably on Wednesdays at 10 am. All the members shall attend the weekly/fortnightly meetings and take all necessary decisions in the meeting. The meetings shall be conducted in the school/college premises/Hostel only. The HM / Principal /HWO shall convene the parents committee / College development/Hostel development committee meetings every week invariably. The decisions should be taken in a collective democratic manner. The Head master/Principal/HWO, sachivalayam engineer and CRP shall only facilitate the PC to take an appropriate decision. They shall not insist to take a decision liked by HM/Principal/HWO/Mandal Engineer/CRP or anybody outside the PC/CDC/HDC.

Contd...10

b. The procurement and payment of expenditure shall be done as per the decisions taken in the Parents Committee/SDC/CDC.
c. The Parents Committee/ College development committee shall maintain book keeping system to account for every rupee spent. The services of Welfare and Education Assistant (Grama Sachivalayam) shall be used for this purpose.
d. Minimum five members of the Parents Committee/ College development committee along with the field engineer shall go to the market and study thoroughly about the quality and specifications of the material to be procured. The Sachivalayam Engineer shall ensure that the required quantity of materials be procured as per the progress and as per the theoretical requirement.
e. Meetings only in the school/college/Hostel campus. They shall not sign the cheques being at their homes. The HM/Principals/HWO will be taken to disciplinary action if the member's signatures are taken by circulating the cheque books to their homes.
f. The Parents Committee/ College/Hostel development committee will make and pass the resolution for release of revolving fund.
g. The HM, Principal, CRP, Sachivalayam Education Asst shall take all necessary steps to strengthen the Parents committees/school developement committees/College/Hostel development committees by way of motivation, organizing weekly meetings, promoting transparency.

XVII. Procurement of materials at State Level:

Procurement of materials at state level shall be as follows:-

a. To maintain uniform quality standards across the state, to leverage the economy to the scale and to provide best quality material/ services to the schools/colleges/Hostels, the department shall call for National competitive tenders / bidding to procure certain material like furniture i.e. Dual Desks , Teacher chairs & tables, Green Chalk Boards, doors and windows, electrical items, granite flooring stones, Tiles for toilets, and painting work etc., at the state level.
b. The terms and conditions for tenders shall be fixed in such a way that top class manufacturers (only original equipment manufacturers - OEMs) in the country shall bid the tenders. The specifications of the material shall be developed in such a way that the material should long last as many years as possible.
c. State level high power tender committee with the following members shall be constituted to deal with the issues around tenders and related matter about centrally procured materials.

1.	Principal Secretary to Government, School Education	Chairman
2	The Advisor (Infrastructure) to Government, School Education Department, AP	Member
3.	State Project Director, SSA	Member
4.	Managing Director, APEWIDC	Member

Contd...11

5.	Commissioner Intermediate education	Member
6.	Engineer In Chief PRED	Member
7.	Engineer in Chief Public Health Engg dept	Member
8.	Chief Engineer/Engineer-in-Chief TW	Member
9.	Chief Engineer APEWIDC	Member
10.	State project Engineer APSS	Member
11.	Chief Engineer Housing	Member
12.	Officer nominated by the Finance department	Member
13.	Director/Commissioner School Education	Member-Convener

1. This committee shall have the following functions and responsibilities:-
   i. Further to finalise the list/type of the materials to be centrally procured.
   ii. This committee is empowered to approve all types of tenders/bids related to Nadu Nedu upto 5 % above ECV.
   iii. The committee shall identify and appoint third party quality control agencies to check the material procured centrally and also to check the works taken up under Nadu Nedu.
   iv. The Committee shall finalise the name of the agency to call for tenders
2. Based on the material supply and upon the receipt by the parent committees/School development committee/College/Hostel development committees, payment shall be released centrally using existing STMS and CFMS software.

XVIII. Procurement of materials at District Level:

Procurement of material at district level shall be as follows:-

a. The State level tender committee shall finalise the list of material for which tenders have to be called for at district level.
b. The APEWIDC/PRED/PHED/TWED shall share the job of developing tender documents for the district level procurement.
c. The terms and conditions for tenders shall be fixed in such a way that only manufacturers/quarry owners in the district/adjacent district only shall bid the tenders. The specifications of the material shall be developed in such a way that the material should long last as many years as possible.
d. District level tender committee with the following members shall be constituted to deal with the issues around tenders and related matters.

1.	Joint Collector Development	Chairman
2	Superintending Engineer PRED	Member
3.	Executive Engineer , APSS	Member
4.	Executive Engineer, APEWIDC	Member
5.	Dist GST officer (Govt of AP)	Member

Contd...12

6.	HQ Executive Engineer PRED	Member
7.	Executive Engineer Public Health Engg dept	Member
8.	Executive Engineer TWED	Member
9.	Dy Director Mining	Member
10.	SE AP State Housing corporation Ltd	Member
11.	Dy Director Treasuries	Member
12.	APC APSS	Member
13.	DEO School Education	Member-Convener

1. This committee shall have the following functions and responsibilities :

   i. This Committee is empowered to approve all types of tenders/bids related to Nadu Nedu upto 5 % over ECV.
   ii. The Committee shall finalise the name of the agency to call for tenders at district level.

XIX. Convergence and role of various departments:

The role of the line departments shall be as follows:-

a. The State Project Director, APSS shall take responsibility at state level to coordinate various orientation cum training programs to field engineers of all the executive agencies, Parents Committees/School development committees/College/Hostel development committees , Engineering Assistants and Welfare and Education Assistants of Grama/Ward Sachivalayam and other stakeholders.
b. The Commissioner PR&RD, Commissioner Muncipal Administration, Director/Commissioner Village & Ward secretariats to issue necessary instructions to the district officers in involving the Village secretariats/Ward secretariat staff in the implementation of the program.
c. The Commissioner PR&RD also shall ensure that the item compound wall in rural areas shall be taken up under MGNREGS program.
d. The Commissioner Industries shall continue to coordinate with cement companies and ensure the smooth supply of cement to Nadu Nedu works.
e. The MD APMDC shall continue to support by supplying the sand on priority to all the schools taken up under Nadu Nedu.
f. JC development shall overview and ensure that the above two activities. The JC development shall anchor the program at district level
g. The Head of the Departments of the implementing agencies shall monitor the execution, quality and progress of the works in their allotted mandals.
h. The SPD APSS, MD APEWIDC, Engineer in Chiefs/Chief engineers of the implementing agencies from time to time shall provide overall technical and administrative guidance to the field engineers in implementation of the program.
i. The Engineer in Chief PRED shall prepare technical training module for the purpose of imparting training to field engineers, Engineering Assistants in the state.

Cont...13

j. The Director Tribal welfare in the state and PO ITDA in the agency areas shall coordinate the entire program and ensure that the program is implemented effectively.

k. The Advisor (Infrastructure), to Government, School Education shall coordinate with all the above implementing agencies and other stakeholder departments and advise the agencies and coordinate in implementation of the program in all aspects effectively.

XX. State Level Technical Committee:

A state level technical committee shall be constituted with the following members. This committee shall discuss and finalise certain technical issues/specifications/standards required for the implementation of the program and to maintain quality standards and guide the Director/Commissioner School Education to issue circulars on technical issues.

1.	The Advisor (Infrastructure) to Government, School Education Department, AP	Chairman
2	Chief Engineer PRED	Member
3.	Chief Engineer Public Health Engg dept	Member
4.	Chief Engineer/Engineer-in-Chief TW	Member
5.	State Project Engineer APSS	Member
6.	Chief Engineer AP Housing Corporation Ltd	Member
7.	Superintending Engineer APEWIDC	Member
8.	Chief Engineer APEWIDC	Member-Convener

XXI. Service Charges and Quality control charges:

a. The implementing agency APEWIDC and Samagra Shiksha which doesn't receive any administration support and salary support from Govt shall be paid 3% of the estimated cost towards service charges. Based on the expenditure once in a month, the Director/Commissioner SE shall facilitate these service charges to the implementing agencies.

b. A provision of 0.50 % to APEWIDC (it has separate wing for quality control) over the expenditure of the overall program is permitted under the program towards QC expenses

XXII. Social Audit and Internal Audit:

Social and internal audit shall be taken up as detailed hereunder:-

a. The Department shall take the services of the APSAAT in carrying out the social audit of all the works at the end of the each phase. Social audit shall be carried out for the school projects/Works of phase I also.

b. In between also the APSAAT shall carry out concurrent social audit in 10 % mandals for the purpose of feedback and mid-corrections.

c. The dept also shall engage services of CA agencies for taking up internal audit of the expenditure met by Parent committees/School development committees/College development committees. The Chartered Account agencies shall be fixed by the state management committee.

Contd...14

d. Necessary Disciplinary actions shall be initiated by the respective departments based on the reports of APSAAT, internal audit agencies and quality control agencies.
e. The Director/ Commissioner School education shall compile and coordinate the reports of social audit, internal audit and QC agencies and send to the implementing agencies for taking necessary actions.

XXIII. Funds Flow and Financials:

The fund flow mechanism shall be as follows:-

a. The Director/Commissioner shall claim the bill based on BRO and transfer the budget money to the green channel account of the SPD APSS.
b. The SPD and the Program Director MBNN shall manage the funds using STMS and CFMS. Separate sub-account shall be arranged by the finance dept within the green channel PD account of the Samagra, so that it can be operated by the Program Director MBNN.
c. Every PC will be provided with an advance of 15% of the project cost towards revolving fund on the lines of Imprest for making payments to labourers, vendors of materials and other petty expenses.
d. Once 1/3rdof the revolving fund is utilized, the PC can submit the vouchers indicating the details of payments made to various Vendors/Labourers and other expenses and submit the bills in CFMS to claim again the revolving fund to the extent of the amount used for vouchers submitted or the balance project cost, whichever is less.
e. Based on the bills uploaded by the HM, the FAO of DEO office shall raise FTO s and submit to APC APSS which need to be approved by the APC APSSS through STMS software by using Digital signature key (DSK). The APC APSSS shall approve and upload to the state office for transfer of the fund to PC/vendor account. The Program Director MBNN shall facilitate the transfer of the fund to the respective PC/Vendor/concerned account from green channel PD account of SPD APSS through CFMS. The APCFSS shall make provision in CFMS accordingly.
f. The PC with the help of the Head Master, Community Resource Person, Engineering Assistant/Ward Amenities Secretary, Field Engineer (AE/AEE/Site engineer) shall identify the appropriate supplier/vendor, negotiate, finalize and procure the materials across the counter by giving cheque against the invoice/bill. The rates shall be well negotiated market rates.
g. The PC shall make all the payments exceeding Rs. 5000/- (Rupees one thousand) through cheques only.
h. The Head Master is authorized to hold an impress amount of Rs. 5000/- (Rupees five thousand) at any given point of time. This should be approved by PC.
i. The Head Master/Principal/HWO being the Convener shall ensure that every rupee is approved by the PC/committee and every rupee is accounted for in books of accounts (Minutes, Cash Book, General Ledger, Stock Register, voucher/Receipt book).
j. For every transaction there should be a proper bill and it should be

Contd...15

accompanied with the printed voucher. The HM/Principal/HWO shall take photograph of the paid bill and voucher and upload on the same day using STMS app. The bill and voucher shall be uploaded only after payment to the labourer/Vendor/other expenses.

k. The Implementation Department shall complete all the statutory process at the end of the work to assess the value of the work done.

l. After end of each work the M book shall be recorded and check measured and value of the work shall be assessed and entered into STMS. In between M Book is avoided to reduce the work for the field Engineer.

m. The HM/Principal/HWO shall write books of accounts for every single rupee they spend.

XXIV. Capacity building:

The following efforts shall be put in for capacity building:

a. Appropriate number of trainers in each district shall be identified and trained to conduct trainings at Mandal level.

b. The training of the above trainers shall be conducted at the district level by the master trainers.

c. The Orientation cum training shall be given to the following stakeholders.

   i. Parents Committee members (including nominated, ex-offico, co-opted members), Head Masters, CRPS, Sachivalayam engineers, education assistants, Mandal engineers.
   ii. College development committee members
   iii. Hostel Development committee members
   iv. Sachivalayam Engineers, Sachivalayam Education Assts
   v. CRP s, Head Masters, MEOs
   vi. Mandal engineers , DEE s, EEs
   vii. APC s and DEO s

d. The state team shall engage appropriate consultants drawn from SCERT team for preparation of training manuals and imparting trainings.

e. SSA, APEWIDC & TWED and prepare the required training materials such as training aids, training manuals to be given to trainers

f. DSE shall spend required money for the trainings and capacity building chargeable to the program.

g. The Engineer in Chief PR with the guidance of the Advisor (Infra) shall prepare a technical training module for sachivalayam engineers.

XXV. Technical Support Unit:-

A Technical Support Unit shall be set up with a team of 28 members to work on various aspects on Nadu Nedu program for a period of 3 years or end of the project whichever is earlier. The TSU shall be wound up after completion of the program. The TSU also shall anchor the Phase I spillover program. The TSU shall be managed by the state project management and monitoring committee. The team members shall be drafted from any of the Government organisations on OD basis. The TSU shall report to Director/Commissioner of School Education. The Advisor (Infrastructure) to

Cont....16

school Education shall advise and guide the TSU on day to day basis. The list of team members to be positioned in TSU is given in the Annexure-II.

XXVI. The Principal Secretary SE, and the Director/Commissioner School Education with the advice of Advisor (Infra) to Govt, shall issue further executive instructions from to time to the field officers for effective implementation of the program.

B. RAJSEKHAR
PRINCIPAL SECRETARY TO GOVERNMENT

Annexure II

Annexure to G.O.Ms.No.27, SE (Prog.II) Dept., dt.30-3-2021

Establishment of Technical Support Unit (TSU)

S.No	Sector	Name of the Post (TSU)	No Posts	Job Chart
01	Program Management	Program Director	1	To anchor the MBNN program and overview TSU and monitor the overall performance and progress of the TSU staff
02		Young professional	1	Assist PD in program implementation
03	Technical	State Project Engineer (SE rank)	1	To anchor all technical issues in the implementation of the program including setting specifications, standards, technical supervision, Quality assurance, issuance of technical circulars, procurement of materials, contracts, technical guidance to field engineers, training to field engineers
04		Sr Engineer EE Rank	1	To assist SPE in all technical issues in the implementation of the program including setting specifications, standards, technical supervision, Quality assurance, issuance of technical circulars, procurement of materials, contracts, technical guidance to field engineers, training to field engineers
05		Engineers DY.EE Rank	2	To assist Sr Engineers in all technical issues in the implementation of the program including setting specifications, standards, technical supervision, Quality assurance, issuance of technical circulars, procurement of materials, contracts, technical guidance to field engineers, training to field engineers
06		Asst. Executive Engineer	3	To assist Sr Engineers in all technical issues in the implementation of the program including setting specifications, standards, technical supervision, Quality assurance, issuance of technical circulars, procurement of materials, contracts, technical guidance to field engineers, training to field engineers
07		Architect	1	To assist the SPE in developing - type designs of various elements of the schools, drawings and aesthetic standards. To design various aspects of schools around planning, functionalities,

				beautification, architectural designs.
08	Media & documentation	Young professional	1	Documentation about the program
09	Monitoring &Evaluation	Manager	1	To anchor M&E of the program, including design the M&E framework, research studies, process monitoring and MIS formats and to conduct regular analytics of the data on various parameters and provide the analysis for policy level decisions. Also, shall anchor STMS software
10		MIS Assistant	1	To assist M&E manager and to anchor MIS reports, Analysis reports,
11		IT Assistant	1	To anchor STMS and related software
12	Social Audit	Manager Social Audit	1	To anchor the issues around social audit, to coordinate with APSAAT in conducting social audit
13	General	Computer operator	3	To assist program
14		Office Sub ordinate	3	To assist program management unit
15	Trainings	Manager - Capacity Building Superintendent/ Assistant Director	2	To anchor capacity building activities in MBNN including design the IEC materials, training modules, training calendars and conduct the trainings
16		Asst Manager – Capacity building	1	Assist the Manager capacity building in designing the IEC materials, training modules, training calendars and conduct the trainings
17	Finance	Finance Manager (Treasuries and Accounts Dept in the Cader of Accounts officer	1	To anchor all finance matters
18		Finance Assistant	2	To anchor budget related matters, To anchor expenditure related matters (including software issues) , Book keeping issues of Parents committees
19		Manager – Fund mobilization	1	To anchor IT platform for fund raising and anchor mobilizing CSR funds
		Total	28	

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